

# **GIPSA News**

A newsletter for the employees of the Grain Inspection, Packers and Stockyards Administration

December 2003

### **Holiday Reflections**

Donna Reifschneider

The end of the year is the time to count the many blessings for which we are thankful. And a time to reflect on the past year, both the good and bad, the joys and sorrows.

As this year closes, I again thank you for your hard work, your perseverence, and your constant support of me and of GIPSA's mission. We continue to do good and important work for the grain and livestock industries.

Let us commemorate your generosity of spirit – you have given of your time, your leave, and your money to support your co-workers and your communities.

Let us wish those who are moving on to the greener pastures of retirement — Eurvin Williams, Jim Tullous, Raymond Jones, to name a few – beautiful and wonderful years ahead.

Let us remember with fond memories those we lost this year, including Joyce Hoops who was lost in the line of duty.

Let us keep in our thoughts those serving in the armed forces and their families who are missing their loved ones this holiday season.

Let us share the wonder of the holiday season with each other, our friends, and our families. And let us wish for a new year filled with peace, happiness and health.

Happy holidays! My best to you and yours!

### NOLA Receives Safety Award

The New Orleans field office received the 2003 GIPSA Group Safety Award. The office shows a consistent and ongoing dedication to improving workplace and employees' safety and health. The staff does a great job, day in and day out, year after year, of making sure that the New Orleans area inspection/weighing offices and labs are healthy places to work. Special recognition was given to Glenda Lasseigne for bringing greater accountability to the Workers Compensation Program; to Larry Giles for improving the environmental hygiene at on-site, export inspection labs; and to Josh Watson and Dorothy Grigsby for their work on the National Safety Committee.

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# Names in the News

#### **AWARDS**

**David Fulks**, shift supervisor, Portland, received a certificate of merit in recognition of his many years of exemplary service and leadership while serving as the collateral duty safety and health officer for the Portland Field Office

#### CONDOLENCES

Jeannene Henehan, secretary, Field Management Divison, passed away on November 27, 2003. Jeannene joined GIPSA in 1994, after completing APHIS' Operation Jumpstart Program. She was with the Policies and Procedures Branch and moved up to Office of the Director. Jeannene was integral part of the division and will be greatly missed.

# Raymond Jones to Retire

**Raymond E. Jones** will retire on January 3, 2004, after 35 years of service.

Ray has worked with the GIPSA Civil Rights Staff since 1997, and previously worked for APHIS' Civil Rights Program. His retirement will leave a huge void for all employees in GIPSA. He provided wisdom, advice and guidance to so many who had concerns regarding GIPSA and USDA employment issues. Ray plans to spend his retirement days not doing anything! His expertise and guidance will be greatly missed.

# **Annual Standards** of Conduct Reminder

All official personnel must be careful not to participate in activities, on or off the job, that could give the appearance of a loss of impartiality or otherwise affect the confidence of our customers or the public. This is particularly true during the holiday season.

Specifically, official personnel **cannot** solicit or accept, directly or indirectly, a gift from any interested party (customer). This includes meals, favors, discounts, entertainment tickets or passes, loans, special considerations, etc.

It is common during the holiday season that gifts such as turkeys, hams, fruit baskets, bottles of liquor, or similar items may be offered to official personnel. These gifts **cannot** be accepted from any interested party. However, official personnel are not prohibited from accepting customary social courtesies that are wholly free of any embarrassing or improper implications, and are of nominal value such as a soft drink, cup of coffee, donut, etc.

In addition, official personnel are strictly prohibited from reporting to work intoxicated, and are prohibited from consuming intoxicating beverages while on duty.

Be careful and enjoy the holidays.

#### **Issuances**

Fred Kelley, Washington, D.C.

#### New Issuances

- □ FGIS Program Notice 04-01, "Special Statement for Peas," dated November 7, 2003 (Distribution: A, C, T).
   □ FGIS Program Notice 04-02, "Review Inspection Regulatory Change," dated November 13, 2003 (Distribution: A, C, E).
- ☐ Mechanical Sampling Systems Handbook, Change No. 2, dated November 7, 2003 (Distribution: A, C, E).

#### **Cancellations**

☐ Mechanical Sampling Systems Handbook, Dated May 5, 1995.

Please call me at 202-720-0259, fax to 202-690-2755 or e-mail to Fred.H.Kelley@usda.gov if you have any concerns or suggestions.

#### **Eurvin Williams Retires**



On January 2, 2004, **Eurvin Williams**, chairman, Board of Appeals and Review (BAR), will retire after 37 ½ years of service with USDA.

Eurvin was hired by USDA in 1966 as a GS-2, agricultural commodity aid, Consumer and Marketing Service, under a program to bring more minorities to the Grain Division. Eurvin's position was converted to an agricultural commodity grader (ACG), GS-5, in 1969, as part of a

progressive promotion program, and later he was promoted to an ACG, GS-9.

In 1976, **Eurvin** became assistant field office manager in the Peoria, Illinois, Field Office. In 1977, he accepted a position as a senior Board member in the Field Management Division in Washington, DC. In 1979, the Standardization Division and the BAR were relocated from Washington, DC, to Kansas City, Missouri.

**Eurvin** has served in various positions over the years, including head of the Equipment and Protein Section; head of the Rice and Commodity Section; assistant chairman of the BAR; and has been an EEO Counselor.

As chairman of the BAR, he is responsible for managing the Agency's national quality control programs for subjective grading, laboratory tests, instrument analyses (such as wheat hardness measurements and nuclear magnetic resonance); the former Interpretive Line Slide Program (visual reference) and the current Interpretive Line Print Program; the computer imaging program for the outreach program; and other tests under the Agricultural Marketing Act. The BAR also provides technical support, assistance, and training for official inspection personnel in the field, and maintains the Agency's Inspection Equipment Checktesting Program.

During his career, **Eurvin** helped develop various initiatives that improved the overall inspection system including the Quality Assurance Specialist Program, the procedures for the initial Near Infrared Reflectance Protein Program, the Interpretive Line Slide/Print Program, and the instructions that implemented the Wheat Variety Library Program.

**Eurvin** and his wife **Chetteria** have been married for 40 years. They have two children, **Robin Rachelle** and **Eurvin Junior**, and two grandchildren.

His retirement plans include taking a cruise with his wife, traveling, spending more time with his grandchildren, golfing, getting more involved in church activities, and working on long-awaited projects.

**Eurvin** has enjoyed the opportunity to be a part of GIPSA. His work ethic and ability to look past the negative and see the positive in situations and people have been invaluable to the Agency.

#### **Jim Tullous Retires**

Tom Wrenn, Grand Forks

James M. Tullous Jr. will retire on January 3, 2004, after 33 years of government service. His career started in 1969 by serving his country in the United States Marine Corps. He received an honorable discharge in 1971.

In 1972, he started working for AMS, Grain Division, Omaha, Nebraska, as an agricultural commodity aid (grain). For the next 3 years, he received promotions, and in 1977, he was promoted to GS-9, agricultural commodity grader (grain).

In 1988, **Jim** was selected as the quality assurance specialist for the Omaha field office. In 1990, **Jim** became the assistant field office manager in Omaha, a position he held until 1995, when the office was closed.

In 1995, he was reassigned as the assistant field office manager of the Grand Forks field office. He was instrumental in getting the field office moved from downtown Grand Forks to the outer limits of the city. Thanks to that move, the field office was able to stay open during the flood of 1997.

**Jim** has worked in many special assignments but mostly helping the Compliance Division perform reviews at various locations in the States.

His favorite establishment is the Speedway Restaurant. His favorite college Division I football team is the Nebraska Cornhuskers. His favorite Division II football team is the University of North Dakota Fighting Sioux. He just cannot stay away from "red" – his favorite pro team is the Kansas City Chiefs.

Anyone wishing to contact **Jim** can reach him at: 608 Jewell Road, Bellevue, Nebraska 68005.

#### Lt. Colonel Arlan DeBlieck Receives Bronze Star

Deborah Shipman, Washington, D.C.

Army Reservist, Lt. Col. Arlan DeBlieck, Des Moines regional office, recently received one of the U.S. Army's highest meritorious honors, the Bronze Star Medal, for participating in Operation Iraqi Freedom (OIF). Arlan was commended for his heroic action while serving in an armed conflict/ground, combat forward-deployed operating location.

**Arlan** is a commissioned officer. He is currently a support operations transportation officer in the Army reserves responsible for transporta-

tion for the entire Iraqi theater. **Arlan** is an ex-Marine with more than 10 years of active duty and 3 years in the reserves.

Arlan has a farming background. He worked in the hog industry before joining the Trade Practices Branch, Des Moines field office, in December 2000 as a marketing specialist. For several years, Arlan conducted trade practice investigations in the hog industry.

Bryice Wilke, Terry Taylor, and Tanisha Mapes co-workers, de-

scribe **Arlan** as an energetic, very positive individual, and a very good conversationalist on many topics.

Arlan and his wife of 13 years, Michelle, have four sons, Elliott, Hayden, Maverick, and Roy.

**Arlan is** a great asset to GIPSA and is providing outstanding service to his country abroad.

While **Arlan** is away, the Des Moines regional office is doing its best to help **Michelle** and the kids.

### Helping Hands

Margaret Cummings, Des Moines

Not only does P&SP help protect members of the livestock industry, but we take care of our own. Many

stories are told on the news about the Habitat for Humanity homes that have been built around the country. The building efforts put forth by the P&SP, Des Moines regional office, equals in comparison.

A group of the Des Moines office employees got together for a Saturday outing to the home of one of our marketing specialists, **Arlan DeBlieck**, a Lieutenant Colonel in the Army reserves and currently one of the many brave soldiers fighting in Iraq. **Arlan's** 

wife and four young sons have been doing what they can to maintain the home-front while **Arlan** is away.

However, there are some things that they just couldn't get done on their own. The employees of the Des



The Des Moines Regional Office's Dewey Blatchford, William Arce-Arana, David Bowen, William Matos' wife Betsy, and Greg Andrews lend their helping hands.

Moines office went to the **DeBlieck** homestead one chilly Saturday morning to help get the place ready for

winter. Employees did not just show up alone, they brought their spouses and children too.

They worked on building a barn for the horses, putting up fences, clearing rubbish and hauling it all to the dump, repaired trucks and equipment, as well as many other needed chores. It wasn't all work and no play. The older children, helped the younger ones enjoy a bit of "country" life with horse rides, playing with the other farm animals, and other entertainment.

Everyone might have worked hard that day but they all enjoyed the fellowship and camaraderie outside the office

environment, along with the good food brought by everyone. This is what team work is all about!

#### **Grain Inspection Advisory Committee Meets**

Terri Henry, Washington, DC

GIPSA's Grain Inspection Advisory Committee (GIAC) met November 4-5, 2003, in Kansas City, Missouri. The GIAC was established under the U.S. Grain Standards Act in 1981 to provide GIPSA with direct access to the expertise and counsel of a broad and unbiased cross-section of the U.S. grain industry, from producer to exporter. It is a valuable resource for the Agency in developing and implementing policies and programs that enhance the marketing of U.S. grain in domestic and international markets

**Bob Smigelski**, chair, welcomed everyone to the meeting.

**Dave Shipman**, FGIS deputy administrator, noted that the Committee's opinion and input are important as FGIS moves toward the future. **Dave** presented an overview of the current financial status of the agency, including a summary of FY 03 status of funds and fee changes.

Other presentations covered: quantitative biotech testing; grain end-use functionality; Round-Up Ready Wheat; the Minnesota pilot program; Mexico outreach activities; a standards update; fumigation procedures for short-voyage shipments, the reinspection change, new DT sampler checktesting exemptions; Artificial Neural Network (ANN) implementation; and the web-based inspection system.

Via resolution, the Commitee:

1. Encourages FGIS to continue its outreach activities in Mexico and other countries.

- 2. Encourages and supports continued research into determining factors that make grain grading better facilitate grain marketing; and research into quick, accurate, inexpensive testing methods to determine these functional qualities.
- 3. Recognizes and supports efforts to bring standardization to analytical testing by using internationally accepted reference standards and methods for transgenic grain traits. GIPSA should further position itself as an authoritative body to provide high proficiency standards for both qualitative and quantitative testing of these traits; and should facilitate uniform agreements on methods for both single and stacked trait testing. GIPSA should continue to research sampling procedures and sample size required to provide consistent results at various tolerance levels and to educate the stakeholders on these findings.
- 4. Recommends that GIPSA aggressively convey to the stakeholders differences in protein levels by classes between PLS and ANN early in the implementation process.
- 5. Continue its web-based information system initiative, staying within the budget and insuring that current outside information sharing guidelines remain.
- 6. Supports GIPSA's efforts to assure the soybean standards are meeting the needs of the U.S. soybean market. GIPSA should propose removing test weight from the standards as a grade determining factor,

- and reporting soybean test weight to the nearest tenth of a pound per bushel.
- 7. Recommends that GIPSA develop procedures including the use of the single kernel characterization system (SKCS) for differentiating Hard White wheat from Soft White wheat.

  8. Supports GIPSA's proposed strategy for continued use of the "There are no transgenic wheat varieties for sale in commercial production in the United States" as described at the November 4, 2003, committee meeting.
- 9. Supports adding Alveograph analysis to the GIPSA/ARS end-use functionality testing project.
- 10. Recommends that GIPSA move forward on ANN and implementation just prior to wheat crop year (June 1, 2004).
- 11. Supports GIPSA's move to develop the Minnesota Pilot Program.

The Committee elected **Tom Bressner**, Assumption Cooperative Grain, as the new chairperson beginning in the spring of 2004.

This was the final Committee meeting for Tim Adams, Tim Paurus, Dennis Strayer, Rod Bradshaw, and Mark Scholl. Dave Shipman thanked the departing members for their contributions to the Committee and to GIPSA and presented them with certificates of appreciation.

The next Committee meeting will be held in early May 2004, at a place to be determined.

## Official Agency Designation Renewals

Jan Hart, Washington, DC

Official agencies provide permissive domestic grain services to the grain industry on behalf of GIPSA under the U.S. Grain Standards Act. GIPSA granted designations to Frankfort Grain Inspection, Inc.; Indianapolis Grain Inspection & Weighing Service, Inc.; and the Virginia Department of Agriculture and Consumer Services for full 3-year tenures through December 31, 2006.

**Frankfort.** President and official agency manager **Brian L. Beals** and spouse **Cindy S. Beals** own and manage Frankfort. Including the Beals, Frankfort employs three licensed inspectors and three technicians.

Frankfort provides inspection and official weighing services for corn, sorghum, soybeans, sunflower seed, and wheat in north central Indiana. In addition to the headquarters and specified service point (SSP) in Frankfort, they provide onsite service at three SSPs in Amboy, Clymers, and Kokomo, IN. During fiscal year 2003, Frankfort provided about 10,000 full grade inspections (hopper cars and submits.)

**Indianapolis**. Indianapolis is owned and managed by **Ronald F. Andrews**. Including **Ron**, Indianapolis employs three licensed inspectors, two technicians, and one sampler.

Indianapolis provides inspection services for corn, soybeans, and wheat in south central Indiana. Their headquarters SSP is located in Indianapolis, and they also serve customers at two onsite SSPs in Edinburg and Indianapolis. During fiscal year 2003, Indianapolis provided 7,000 full grade inspections (hopper cars and submits) and 3,000 official commercial inspections.

**Virginia**. Virginia is administered by **J. Carlton Coulter, III**, Commissioner of Agriculture; **Donald B. Ayers**, administrator, Grain Marketing Services; and **Thomas M. Thompson**, supervisor, Grain Marketing Services. Virginia currently employs 12 licensed inspectors, 2 samplers, and 2 weighers. The headquarters and SSP are in Richmond; a second full-time SSP is located at the export facility in Chesapeake.

Virginia provides inspection services for corn, soybeans, and wheat in the entire State of Virginia, and is also delegated to provide export inspection and weighing. During fiscal year 2003, Virginia provided about 4,000 full grade inspections (barges, hopper cars, sublots, and submits), 100 factor-only inspections, 600 wheat protein tests, 2,000 soybean oil and protein tests, 700 deoxynivalenol tests, and 900 official commercial inspections.

#### Help is within reach.

For confidential assistance, call your Employee Assistance Program

Washington, DC personnel, call... 301-570-3900 or 1-800-222-0364

> Field personnel, call... 1-800-222-0364

# Travel Bits & Pieces

Peggy Smith, Washington, DC

Online Booking with Carlson Wagonlit. On December 1, 2003, Carlson Wagonlit will be updating its online booking system from "BTS" to "Get There." Carlson will be emailing IDs and passwords (IDs will not change, but there will be an initial new password) to all who currently have an online profile. For those who don't have an online profile, you will still be able to create one through the "Get There" system.

Carlson Wagonlit Transaction Fees. Beginning January 1, 2004, the telephone booking transaction fee will increase to \$34.74. Online booking fees will remain the same - \$25.42, as well as hotel/car rental only - \$8.00.

Hotel Key Cards. Several sources have reported that some hotels electronically imbed your personal information such as your name, home address, and credit card number and expiration date onto the hotel key card that you are given when you check in. The key cards are kept in a drawer at the front desk and the information is not deleted from the card when you check out until someone else checks into that room. I have checked with a few hotels in the Washington, DC, metro area and was told that this does not happen because it is too costly. However, in the event that this is happening, please protect your identity from theft by taking the key card when you check out and destroying it. There is no charge if you keep the card.

### Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) consists of a variety of approaches to early intervention and dispute resolution. Many of these approaches include the use of a neutral individual, such as a mediator, who can help disputing parties resolve their disagreements. The ADR program seeks to resolve workplace conflict in order to have a more productive and happier workforce; provide a cost-effective method for resolving conflict and resolve workplace conflict at the lowest possible level; result in fewer grievances and EEO complaints, and provide long-term resolution of underlying conflict.

ADR increases the parties' opportunities to resolve disputes prior to or during the use of formal administrative procedures and litigation (which can be very costly and time-consuming). It typically is not intended to replace more traditional counseling and can provide long term solutions to employee-employer conflicts through stakeholders' participation and buy-in. In contrast, traditional dispute resolution procedures often impose a "solution" handed down by a third party (e.g. administrative judge).

In employee, labor relations, and EEO disputes, ADR has most commonly taken the form of mediation. However, there are other options available, including conciliation, cooperative problem-solving, dispute panels, facilitation, fact-finding, interest-based problem solving and bargaining, settlement conferences, peer review, and alternative dispute.

Any employee can request alternative dispute resolution when he/she feels that there is a situation where a neutral third party would be helpful or via referral by GIPSA's EEO Counselor in lieu of the traditional counseling activities during the pre-complaint processing stages of the EEO Complaint Process.

For more information, contact the GIPSA Civil Rights Staff at 202-720-0218.

# Are EEO/CR issues or concerns affecting your employment with GIPSA? Do you have questions?

Need help? Then let your voice be heard.

Call the EEO Advisory Committee at...

1-800-639-5167

Civil Rights Hotline

### In Appreciation

To: Tom Wrenn
Manager, Grand Forks
Field Office

On Saturday morning October 25, 2003, Ryan and I were grading a train of spring wheat which we were suspecting of having WOCL in it. We were pretty confident that we were correctly identifying the WOCL but we felt that we should maybe get an opinion. We contacted Ed [Stallman] at home at 8:30 am and asked him if he would come in and look at a separation even though it was a weekend. He didn't even hesitate on saying that he would. He came immediately and helped confirm that there was WOCL in the samples. We very much appreciate what Ed did for us and realize that he was in no way obligated to come in, but did so to help us out. I thank you for having a staff that is concerned enough about the official grain system and is dedicated to helping inspectors when they have concerns. I look forward to continuing the working relationship that we have with your office. Again, we would like to say thanks to **Ed** for his help.

Paul Bethke Ryan Kuhl Northern Plains Grain Inspection Service, Inc.

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# **2003 Review Branch Contributor Award**

Jan Hart and the Review Branch Staff Members

Of the 59 FGIS field-based employees who have volunteered to work on details with the Compliance Division's Review Branch, 15 helped with onsite compliance reviews during 2003. They worked during 11 onsite compliance reviews that evaluated one FGIS field office and suboffice, and 13 State and private agencies.

The Review Branch recognizes each field-based reviewer as an individual for their contributions. We also provide year-end recognition to the persons contributing most to our program. As a group, we decided that **Amanda Roussell** and **Jim Tullous** would receive the annual "Review Branch Contributor Award."

Again, our thanks to each of the employees that participated in reviews this past year. Here's to a continuing effective program in 2004!

#### 2003 Review Program Participants

Joycelyn Ballard, ACT, New Orleans
Jimmy Cadle, ACG, Jonesboro
Beverly Cook, ACG, Kansas City
Mitch Doak, ACG, Kansas City
Sue Fall, QAS, Minneapolis
Judy Johnston, office support assistant, Wichita
Ray Kirkpatrick, ACG, Portland
Phil Meachem, QAS, Stuttgart
Horace Robinson, shift supervisor, New Orleans
Amanda Roussell, shift supervisor, New Orleans
Roy Shepherd, shift supervisor, New Orleans
Jim Tullous, assistant manager, Grand Forks
Mary Vick, ACG, Kansas City
Ken Weaver, assistant manager, Kansas City
Gary Zella, QAS, Stuttgart

## **Training Reminder**

Rosemary Mayne, Washington, DC

December 31, 2004, is the deadline for submitting certificates of completion for "Handling Diversity in the Workplace. It is the first module of the FY 2004 required Civil Rights training. Each office established internal procedures for collecting the certifications.

The second module, "Stopping Sexual Harassment Before It Starts, Second Edition-Federal Government Version" is posted. Again, each office established internal procedures for collecting the certifications to submit by March 31, 2004, to Training.

# Idea Hotline Update

Norma Phelps, Washington, DC

Here are the ideas received on the Idea Hotline in November. If you have questions about any ideas or the Hotline, please call me at 202-720-1017.

Suggestor/Suggestion

Julia Nelis, Washington, DC/ Create An Index for the Records Management Handbook

Keep those ideas coming in! Send your ideas to the GIPSA Idea Hotline via e-mail: gipsa-ideas@gipsadc.usda.gov; FAX to 202-720-1015; or telephone 800-455-3447 or 202-720-1013. We encourage you to send ideas via fax or e-mail to reduce the possibility of transcription errors; however, ideas will be accepted regardless of the method you choose to use.

Season's
Greetings
to you
and yours!

#### For Your Health

#### Mavis Rogers, Washington, DC

**Holiday Safety Tips.** 'Tis the season to be jolly, but it is also the season to be wary of burglars, thieves, pickpockets, and other holiday grinches. Nothing can ruin the holiday spirit faster than becoming the victim of a crime. Here are some tips that will help you to enjoy the holidays safely.

- Whether you are leaving the house to go shopping or out for an evening of Christmas parties, lock your doors and windows. Don't leave the drapes open with your presents in plain view. Christmas presents displayed around your tree can be a pretty sight, but can also be quite tempting to burglars. It is better to scatter the gifts around the house, in closets or cupboards, where they can't be so easily seen.
- \* If you choose to have a live Christmas tree, make sure it is always properly watered. Never leave tree lights on when no one is at home. Remember, ornaments can also burn.
- \* After Christmas, don't put out empty boxes advertising your new purchases (VCRs, microwaves, etc.) Break the boxes down and deposit them in your trash, recycle bin or dumpster away from your home.
- When you are shopping, use the trunk of your car to keep your packages out of sight. Keep your car locked at all times. Be sure and make several trips to your car to deposit packages in the trunk. Don't allow yourself to become so burdened down with packages that you become a tempting target. When walking through parking lots, be sure that you are aware of your surroundings. Walk with authority. Don't look like a victim.
- \* If you have a garage door opener, do not leave the control openly displayed in your car. Keep the door leading from your house to your garage locked. Try not to leave your garage door open at any time.
- Be aware that thieves and pickpockets also do some of their biggest business during the holiday season. Ladies, don't dangle your handbag from your shoulder. You are creating a perfect setup for a purse snatcher. Instead, keep your purse tucked tightly under your arm. Better yet, don't even carry a purse. Place your checkbook, cash, or credit cards in your front pockets. Avoid carrying your checkbook, cash, and credit cards all together in one wallet, because if a thief gets the whole package together, they can cash checks with your identification and run up a large credit card bill in a short amount of time.
- \* Never give your credit card number over the telephone to anyone when you did not initiate the call. And be sure that you are dealing with a reputable company when ordering merchandise over the telephone.
- Don't "flash" large rolls of money in public. You never know who is watching. Also, spread your money around in different pockets. That way, a pickpocket can't clean you out in one fell swoop.
- # If you go to an automatic teller machine, try to go during the daylight hours. If you must go at night, pick a machine that is well lighted and visible to passing traffic. If anyone is lurking near the machine, pass it up and find another.
- \* When dining out, valet parking is nice, but don't be too lax. Don't leave valuables in your vehicle and **never** leave your house key with the attendant.

Just by using a little planning and some good common sense, most holiday crimes can be avoided.

Courtesy Mesa Police Department Crime Prevention Unit (480) 644-2300.

GIPSA News is the employee newsletter of the USDA Grain Inspection, Packers and Stockyards Administration. Send your news, ideas, suggestions, comments, questions, or thoughts for the next issue to:

#### **Dana Stewart**

USDA, GIPSA, Stop 3601 1400 Independence Avenue, SW Washington, D.C. 20250-3601 Phone (202) 720-5091 FAX (202) 205-9237 dana.b.stewart@usda.gov

by December 25, 2003!

OFFICE OF THE ADMINISTRATOR
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